



Memorandum

TO: Mayor and City Council

FROM: Rashad Young, City Manager

DATE: October 23, 2009

SUBJECT: Items for Your Information

IFYI HIGHLIGHTS

- Contact Center Feedback
- Downtown Area Consolidated Plan Kickoff Event
- New Channel 13 Video: City Boards & Commissions
- Update: Energy Efficiency and Conservation Block Grants Strategy Development Process
- PROPOSED Landfill Request for Qualification Proposal

Contact Center Feedback

Attached is the weekly report generated by our Contact Center for the week of 10/12/09 – 10/18/09.
(Attachment 1)

Downtown Area Consolidated Plan Kickoff Event

You may recall the City Council and County Commissioners adopted a resolution of support for the new Downtown Area Consolidated Plan effort several months ago. This special kickoff event is scheduled for Tuesday, October 27, from 5:30-7 pm at the Carolina Theatre.

New Video about City Boards & Commissions

At Council Member Bellamy-Small's request, Channel 13 has produced a video about city boards and commissions. The video has interviews with resident volunteers and they discuss their participation in the various boards and commissions and encourage others to get involved. The video is complete and airing on Channel 13.

Energy Efficiency and Conservation Block Grants Strategy Development Process Update

To receive the funds allocated for the City of Greensboro (\$2,544,900), the city must submit a proposed Energy Efficiency and Conservation Strategy (EECS). The strategy is to be a set of measurable goals and objectives that are comprehensive and community-wide. It is not a list of individual projects and programs.

The US Department of Energy (DOE) recommends that units of local government use the following priorities in determining uses for EECBG funds.

- Leverage other public and private resources.
- Enhance workforce development.
- Persist beyond the funding period.
- Promote energy market transformation such as revolving loans, low-cost loans, energy savings performance contracting, advanced building codes, building and home retrofit incentives and policies, and transportation programs and policies.

Once the EECS is approved, funds must be obligated within 18 months and expended within 36 months. When the city received administrative funds from DOE, the clock started on the 120 day deadline to submit a proposed EECS. The City of Greensboro's EECS must be submitted on December 3, 2009.

With the short timeframe, staff and the Community Sustainability Council (CSC) will be developing and recommending a strategy based in part on previous public discussions and some additional public meetings as well as assistance from a technical consultant retained with EECBG planning funds. After the EECS is submitted,

- the DOE must approve the City's strategy – anticipated 4-6 weeks after submission.
- DOE may ask for revisions or clarifications before approval.
- It is anticipated funds will be released in 1/3 increments over 36 months.

All opportunities for businesses and individuals to apply for funding when it becomes available through this Program will be through an open Request for Proposals process that meets the City's and American Recovery and Reinvestment Act (ARRA) requirements. These opportunities will be listed on the City's stimulus web page as they occur.

Work also will continue through the CSC and our consulting team on completing a *Greenhouse Gas Inventory and Community Action Plan for Greensboro*. City Council will receive this plan for consideration for adoption sometime during the Spring of 2010.

For additional information, please contact Sue Schwartz, Housing & Community Development Department @ 373-2149 or Sue.schwartz@greensboro-nc.gov

Projected Timeline:

Public Process to date:

- *4 public meetings - 2 in July, 2 in October*
- *4 focus groups*
- *On-line survey*
- *Previous community meeting input received by the CSC*

November 9, 2009 *Sustainability Council Meeting to review and make recommendations for EECS*

November 17, 2009 *City Council Adopts City of Greensboro Energy Conservation Strategy*

December 3, 2009 *EECS MUST be submitted to US Dept of Energy*

Early 2010 *RFP Issued*

PROPOSED Landfill Request for Qualification Proposal

Attached is a memo and the PROPOSED Request for Qualifications document for your review.

ATTACHMENT 1

Public Affairs Department Contact Center Weekly Report Week of 10/12/09 – 10/18/09

Contact Center

5126 calls answered this week

Top 5 calls by area

Water Resources

Balance Inquiry – 1327
Bill Extension – 236
General Info. - 188
New Sign-up - 161
Request to Cutoff - 97

Field Operations

Bulk Guidelines – 84
Collection Schedule – 59
Repair Can – Garbage – 57
Recycle Guidelines - 50
Appliance Pick-up - 49

All others

Police/Watch Operations – 330
Warrants – 148
Landfill/Transfer/HHW – 105
Courts – 71
General Questions (Holidays) - 64

Comments

We received a total of 2 comments this week:

- 1 comment for Field Operations

Customer called to thank yard waste crews for placing cans at the curb line and turning them upside down so that the rain would not get in them. Customer wanted to let them know they do a great job.

- 1 comment for the Fire Department

Customer called to thank members of Fire Station 8 for responding to him so quickly. Customer became ill while driving.

Overall

Although most federal offices were closed last Monday in observance of Columbus Day, call volume remained high for us last Monday. Many customers were concerned that we were closed but were very pleased to find out that we were open and taking calls.

Otherwise, call volumes remained steady for us through the end of the week. We received over a thousand calls every day last week.



Memorandum

TO: Mayor and City Council

FROM: Rashad M. Young, City Manager

SUBJECT: Request for Qualification for City of Greensboro Solid Waste Disposal System

DATE: October 23, 2009

The City Council, at its Tuesday, October 20th, 2009, meeting passed Council Member Barber's motion that stated that the City proceed with our RFP process and to accept any proposals related to regional solutions or anything else (Motion passed 5-4). In order to be responsive to this motion and allow for different approaches as well as encourage and allow for a regional framework for waste disposal, we have developed a Request for Qualification (RFQ) as the necessary first step. The RFQ will allow for respondents to offer ideas, recommendations and delineate various methodologies and their expertise with those methodologies for waste disposal. Once we have evaluated the alternatives and can gain consensus or majority approval from you on an approach one of the following may happen:

1. The City will enter into a contract with one of the respondents' whose recommendation meets with Council's preference.
2. The City may issue a RFP based on the waste management/disposal option preferred by Council. This direction may be necessary to ensure the City has the opportunity to review a range of companies that have experience with the preferred waste management/disposal option.

Attached is a copy of the proposed RFQ document. We look forward to discussions with you at the October 27th, 2009 briefing session.

Should you have any questions or concerns, please advise.

RMY/mm
Attachment

City of Greensboro
Post Office Box 3136
Greensboro, North Carolina 27402-3136

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Solicitation Overview:

The City of Greensboro, North Carolina intends to solicit proposals for the design, financing, permitting, development and operations of a long-term solid waste management infrastructure system. Through this solicitation process, the City of Greensboro will determine the best course of action for waste management for the City of Greensboro and the surrounding community currently served.

The City of Greensboro seeks through this request for qualification an opportunity to identify firms that can meet all of the City's solid waste disposal requirements that will be consistent with its long-term objective to provide a safe and economically viable waste management system. This request for qualification has been advertised and will be made available to the general public. Written responses are requested from those companies/corporations/organizations interested in performing the services contemplated in this request. Information obtained by the City of Greensboro through responses to this request may or may not be used in the development of the City's procurement strategy. Responses to this request will be viewed by the City of Greensboro for informational purposes and qualification acceptability. The City acceptance of such responses shall not be considered as offers to be accepted by the City to form a binding contract. The City may or may not choose to enter into an agreement with one or more firms to provide these solid waste management services as a result of this request.

The City may choose to select one or more firms and provide them with an opportunity to present their information in a public meeting. Respondents shall be prepared to present their option at a forum which may include City officials and staff, regulatory agents, media sources, and community members.

Background:

The City of Greensboro has historically interviewed various vendors/solid waste service providers in the areas of new and traditional solid waste services and technologies. These technologies include municipal solid waste composting, waste-to-energy, plasma torch technology, transfer, bio mass, gasification, pyrolysis, waste fermentation, anaerobic digestion, and landfilling. The City of Greensboro is open to discussing any or all alternative waste

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processing technologies in combination with accepting this proposal. Responders should acknowledge that traditional solid waste disposal options have been employed in the past within our community. In 2000, City Council invoked its desire to discontinue the utilization of the municipal solid waste landfill for household disposal. However, the current City Council is interested in investigating all possible solid waste management long-term options including regionalization.

The City is looking for contractors to present a waste management solution(s) in order to manage its generated waste volume. The potential solution should not be limited to traditional solid waste management systems but may include innovative technologies that can be permitted and operated within or around the City of Greensboro regional area defined as the Piedmont Triad and in accordance with applicable local, state and federal regulations.

Community Characteristics and Current Waste Management Services:

The City of Greensboro is located within the Piedmont region of central North Carolina and has a population of approximately 257,997 residents. The City of Greensboro provides residential and commercial collection services to the community; however, no restrictive collection or disposal franchises are in place with any of the private solid waste management companies operating within the municipal corporate limits or the surrounding community. Likewise, responder should be aware that there are no established solid waste regional authorities operating within the jurisdictional boundaries of Guilford County or the Piedmont Triad region. According to North Carolina Department of Environment and Natural Resources' records, Guilford County currently has two (2) permitted municipal solid waste landfills, three (3) construction and demolition landfills, two (2) composting operations, six (6) land clearing and inert debris landfills, two (2) materials recovery facilities, and two (2) municipal solid waste transfer stations.

The City of Greensboro collects household refuse, bulky materials (i.e., bedding, furniture, carpeting, etc.), white goods, and yard waste on a weekly basis from our residential customers. Residential recycling service is provided on an alternative-weekly schedule. The City of Greensboro currently contracts with a private recycling company for the processing and marketing of recyclable materials. During fiscal year 2008-2009, approximately 29,957.37± tons of recyclable materials were processed by this facility. This contract will expire in March 2013.

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Private waste management service providers additionally serve within and outside the City of Greensboro's jurisdictional boundaries. The private waste service providers may discharge their collected waste at either public or private disposal facilities within or outside the Guilford County jurisdictional boundaries.

Currently, the municipality manages its municipal solid waste through a transfer station (N.C. Permit No. 4120T). The transfer station is owned and operated by City forces. The City of Greensboro contracts the disposal and transportation hauling operations with private entities. These private contracts will expire in 2011. Municipally collected waste is received and processed through the solid waste transfer station. During fiscal year 2008-2009, of the total 238,805.91± tons of material processed through the municipal solid waste transfer station, approximately 143,240.18± tons of municipal solid waste was collected by municipal forces. This total processed volume was a mixture of construction and demolition waste as well as household garbage.

The City of Greensboro additionally maintains permits for a landfill (N.C. Permit number 4103 and 4112). The White Street landfill facility is composed of approximately 1,000± acres of historical and currently utilized disposal areas and open space. The facility is surrounded by a variable 500± to 625± foot restricted buffer. The City's disposal facility currently accepts construction and demolition waste (per 15A NCAC 13B.0542), yard waste, and waste from the City wastewater treatment operations. During fiscal year 2008-2009, approximately 72,123.67± tons of construction and demolition waste, 29,789.97± tons of yard waste, and 7,766.29± tons of wastewater refuse was managed at the landfill.

General Proposal Requirements and Information:

The City of Greensboro or its representatives shall not be held liable or responsible for any expenses incurred in connection with the preparations of any responses to this request for expressions of interest, site visits, or required meeting attendance. In no event shall potential responders expect reimbursement of related expenses from unsuccessful/non-selected responses/ bids.

Proposers should prepare their qualification package as simply, economically, and in an environmentally friendly fashion; thus, providing as straightforward and concise description of their ability to meet the requirements of this request.

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The City of Greensboro will evaluate the submissions to this request based upon the following criteria:

- The proposed waste management/disposal option can be permitted through the North Carolina Department of Environment and Natural Resources – Division of Waste Management as a viable waste management system, the Division of Air Quality, the Division of Land Quality, and the Division of Water Quality as deem appropriate and necessary.
- The proposed waste management/disposal option will satisfy the local zoning requirements as dictated by the City of Greensboro local zoning codes or other jurisdictional bodies.
- The proposed waste management/disposal option must describe each systematic process including all inputs and outputs, environmental impacts, and discharges. The respondent shall provide conversation methods and assumptions related to the performance in order to allow for an adequate evaluation of the waste management/disposal option.
- The proposed waste management/disposal options shall describe the site requirements, transportation routes, and the developable area needs.
- The planning process of the waste management/disposal option must engage the immediately surrounding community to identify and mitigate potential negative impacts of proposed options.
- The proposed waste management/disposal option shall not result in or require operational changes to the City's mode of solid waste collection; thus, impeding the collection process or resulting in higher operational costs.
- The proposed waste management/disposal option should not increase or impose any additional liabilities (economic or environmental) on the municipality due to its operations or contractual arrangement.
- The proposed waste management/disposal option shall be a proven technique. The responder shall be prepared to demonstrate and/or identify the location of such waste management/disposal option technique(s) in the event that a review of the operation(s) is deemed necessary prior to proceeding with the contractors arrangement.

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- The proposed waste management/disposal option shall identify and specify performance guarantees (e.g., waste processing as tons/day and tons/year; energy generation as kWh/ton, MW, MWH/yr; waste volume reduction levels; consumable usage; by-product volume).
- The proposed waste management/disposal option shall demonstrate its financial strength and ability to perform the stated goals of the proposal. The respondent may be requested to establish bonds on behalf of the development of a selected waste management/disposal option.
- The proposed waste management/disposal option shall be capable of managing the maximum daily waste volume of 1,500± tons. The responder shall acknowledge that waste volumes will not repeatedly or concurrently meet the maximum daily waste volume throughputs.
- The proposed waste management/disposal options shall be responsible for managing all unprocessable waste as collected by municipal forces.
- The proposed waste management/disposal option will be responsible for managing any and all potential process residue.
- The proposed waste management/disposal option shall be consistent with the State of North Carolina waste reduction goals.
- The proposed waste management/disposal option shall assist the City with complying with the State's Solid Waste Management Policy and Goals (N.C. G.S. §130-309.04)
- The proposed waste management/disposal option should identify the source of the waste feed stock and volume needed to ensure financial stability of the waste management/disposal option. In the event that the City cannot supply these materials and/or the respected quantities, the proposed waste management/disposal operations will be responsible for securing these volumes at their expense and obtaining all required permits.
- The proposed waste management/disposal option should consider and demonstrate were applicable a regional implementation strategy.

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The City of Greensboro will extend an invitation to potential proposers to review the current municipal disposal operations at the White Street landfill and municipal solid waste transfer station. The intent of these visits will afford the potential bidders an opportunity to review the current waste characteristics (no composition data is currently or will be made available), customer types, and familiarization with current municipally permitted operations. Questions related to the City's current operations will be provided. Based upon the number of responses received to participate in the visits to the current facilities, the City of Greensboro will strive to schedule both facility visits on the same day. At this time, it is anticipated that one event will be schedule for this review.

Submission Deadlines and Requirements:

The City of Greensboro will receive responses to this solicitation on XXXXX. The City of Greensboro will recognize and implement fair and open competitive tenets per public procurement procedures for these services. The City will encourage participation by minority and women owned business enterprises and will request evidence of such classification and/or attempt to engage such companies/firms within the qualification package.

Upon issuance of this request, the City of Greensboro will not participate in any private discussions about waste management/disposal options with any entity in light that potential responders could gain unique knowledge from City staff, City consultants, and/or officers in cooperation with this solicitation. Official contact with the City of Greensboro with respect to waste management/disposal options shall be directed to:

Jeryl W. Covington, P.E.
City of Greensboro
Environmental Services Department
Post Office Box 3136
Greensboro, NC 27401-3136

The City reserves the right to reject any and all responses.

Elaborate bindings and colorful displays are not to be used in responses. The response shall be prepared in a simple, economical, and in an environmentally friendly format, providing a straightforward, concise delineation of the qualifications and commitment to satisfy the requirements of this request. Responders shall acknowledge that responses to this inquiry will become the ownership of the City of Greensboro and determined to be a public document(s) subject to the public disclosure requirements in accordance to North Carolina statutes once the

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respondent's document(s) is opened and the respondent is determined to be a participant in the solicitation process. In the event that a respondent determines their submission incorporates confidential, technically proprietary, or financial information which it believes is exempt from such disclosures or other provisions of state law, then such document containing the information shall be submitted with the proposal in a separate, sealed envelope appropriately marked as **CONFIDENTIAL INFORMATION – CITY REVIEW ONLY**. Such clearly marked information shall be considered part of the proposal and treated as confidential by the City to the extent allowed by law and used for purpose of evaluation of the proposal or possible negotiation of a contract. The City will review the confidential information and notify the respondent of its intent to voluntarily disclose or maintain this information. The respondent will receive written notification from the City at least 30 days prior to allow the respondent to take legal action to enjoin disclosure as it deems necessary in order to protect the confidentiality of the information.

If such information is sought as part of a public records request the respondent will be notified within 2 working days and may bring action in any Court in Guilford County, North Carolina, to enjoin any such disclosure.

Proposers may withdraw their responses by notifying the City of Greensboro in writing at any time prior to opening. Respondents may withdraw their response in person or by an authorized representative. Proposers and authorized representatives must disclose their identity and sign a receipt for the proposal.

Signatures and Authorizations:

The solicitation's response shall include a letter of transmittal signed by an individual authorized to bind the potential provider in a contractual arrangement. This individual shall be able and capable of entering into negotiation with the City of Greensboro and execute a contract on behalf of the organization. If the respondent is made on behalf of a partnership, the name and post office address of the partnership, a list of partners, and the signature of at least one of the general partner shall be provided. If the respondent is a corporation, the response must include identify the name and the state under which the corporation is incorporated and the name and the post office address of the corporation. In the event that the respondent is a corporation, the City of Greensboro will only accept the signature of the Chief Executive Officer or other duly authorized official attested by its corporate secretary as the contractor. The transmittal letter shall additionally include the name, title, street address, electronic address, and telephone and fax number of the respondent's contact person. The

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respondent's contact person shall be an individual of responsible charge that can respond to requests for additional information. The responder may choose, if desired, to select another individual for this purpose or designate and limit contact with the member that has the authority to bind the provider contractually.

The respondent's letter must state that the response will remain valid for acceptance for a period of **XXXX** months from its submission and thereafter until the responder withdraws it or a contract is executed, whichever first occurs.

Respondent Disclosure Requirements and Expectations:

The respondent shall identify the expected fees charged to the municipality under this contractual arrangement.

The responder shall disclose the volume of waste needed to operate the waste management/disposal option in a financially stable fashion. The responder shall disclose the source of the waste volume.

The responder shall identify the source(s) of financial backing and demonstrate financial strength to ensure that the waste management/disposal option is financially secure during the terms of the intended contract.

The responder shall disclose their and their partnership's current and historical regulatory compliance status with any regulatory agency. The responder shall disclose all regulatory issued notices of violations, fines, or enforcements actions. The responder shall disclose the settlement/response to these regulatory actions.

The respondent will be requested to document any community/organizational economic benefit's claims.

The respondent shall develop a strategy and be capable of presenting public information and addressing public concerns. The respondent will be expected to provide educational information about the waste management/disposal option to the City of Greensboro, elected official, the regulatory community, public and private educational institutes, and a variety of neighborhood and community groups.

Upon award and authorized contract, the responder will be expected to participate in the development and the updating of the Guilford County Solid Waste Plan per N.C. G.S. §130A-309.07.

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The responder will be expected to assist the City of Greensboro with any and all solid waste transitions as deemed appropriate by the City of Greensboro as a result of procurement of solid waste management/disposal option services.

The respondent will be expected to assist and participate with the City of Greensboro in its emergency planning efforts. Minimally, these efforts will include identifying staff, equipment, and processing availability during inclement weather and community emergency events.

Format

The City of Greensboro will request that the respondent present their waste management/disposal option response in the following format.

General company information

Respondents shall submit a cover transmittal letter on company letterhead transmitting the company's statement response to this expression of interest for providing the requested services. Per the request for expressions of interest signature and authorizations statement, the transmittal letter shall be authorized by an individual capable of binding the organization in a contractual arrangement with the City of Greensboro. The company shall disclose its business structure, parent company (ownership), date of establishment, and the address of responsible charge. The respondent shall identify the contact person who will be providing the management and oversight for these services. The respondent shall provide information related to the financial resources, and professional ability to implement and operate each component of the waste management/disposal option.

Overall solid waste management approach

The respondent shall describe in detail the operations of the waste management/disposal option. The respondent shall provide process flow drawings and system components defining the operational capabilities and compatibilities with the characteristic wastestream and volume. The respondent shall provide a sample material balance for the waste management/disposal option. The respondent shall describe the space needs for the option, proposed location, staffing requirements, and operational hours. The respondent shall describe equipment needs, maintenance requirements, and shut-down procedural requirements for routine and preventative maintenance.

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The respondent shall describe the process proposed to permit the operation and the time-line from inception to operation.

Statement of Qualifications

The City will request statements of qualifications from each management and operational staff member. These statements shall define years of experience, familiarity with waste management/disposal option, and knowledge of state and federal regulatory requirements and guidelines.

Procurement Requirements

The City of Greensboro will require that the responder submit a statement of compliance with respect to conformity with the State of North Carolina labor laws, ordinances, and other legal requirements. During the performance of this contract, the respondent shall not tolerate or engage in discriminatory practices with its contractors or subcontractors. Discriminatory practices shall include biases based upon age, race, color, sex, religion, national origin, mental or physical challenges, marital status, and creed.